



# Ministry Vacancy Packet

Unity DesPlaines

July 2024

# About the Ministry

## OVERVIEW

Unity Des Plaines is a small church serving a vibrant and diverse population of single adults, families, and seniors from different ethnic backgrounds. We are a welcoming community, practicing Unity principles. We provide a family atmosphere and are community-oriented. LGBTQIA individuals are welcome here. Members are generous with their time, talent, and treasure!

We own our building and property. We are located in the City of Des Plaines, Illinois, a northwest suburb of Chicago, about 20 miles northwest of Chicago. Des Plaines is a mixed residential, shopping, and business area that serves a middle-class population. To learn more about Des Plaines, visit the City of Des Plaines website at [www.desplaines.org](http://www.desplaines.org).

Unity Des Plaines is excited to be rebuilding itself after being locked down for about 1 ½ years due to the Covid pandemic.

We have an active supportive Board, a Chaplain program, a prayer team, professional musicians, an active youth program, a live stream team, and a committed platform team.

Unity Des Plaines also offers a weekly meditation group, A Course in Miracles group, and has just added a weekly Families Anonymous group.

Our website is also being revitalized to reflect the current styles and to be more interactive. [unitydesplaines.org](http://unitydesplaines.org)

We are seeking a new minister who embodies these qualities:

- Supports the vision and mission of Unity Des Plaines
- Authentic, compassionate, and caring – a people person
- Insightful engaging speaker
- Supports and guides youth ministry, LUT, and various ministries
- Organized and understands business administration
- Encourages higher spiritual learning
- Enthusiastic
- Demonstrates humility
- Has the ability and desire to grow our online presence

**Locality:**

Unity of Des Plaines is located in Des Plaines, IL, a vibrant diverse community in the northwest suburbs about 20 miles from Chicago. We are located in a mixed residential area with plenty of shopping and an active business area. We draw from several large northwest suburbs and serve a mixed middle-class suburban population.

Des Plaines has a population of 59,459 (2021). The city covers 14.38 miles. In addition to an ethnically diverse community, the city is home to several large companies including industrial, commercial, retail, and services businesses. This offers residents low property taxes and a wide variety of city services. Des Plaines has excellent transportation, lots of family events, convenient shopping, and lots of recreation/forest preserves. The area enjoys all four seasons and is close to Lake Michigan, forest preserves, and parks.

There are major transportation centers including Chicago's O'Hare International Airport, Metra Commuter Train (connects to Amtrak), Pace Suburban Bus System, CTA "L" Line, and Interstates 90, 94, and 294.

Visit the City of Des Plaines website for further information: [www.desplaines.org](http://www.desplaines.org)

**Physical Description:**

Exterior includes:

- Single story all brick building
- Garage
- Beautiful grounds including gardens and a patio area
- Convenient parking
- Signage

Interior includes:

- A 100-seat sanctuary
- Fellowship hall
- 2 offices
- Kitchen and Bathrooms
- Storage
- Furnace room
- Bookstore – (rented to A.R.E.)
- Children's classroom for youth ministry
- Foyer and Entryway

Audio Visual and Sound Equipment:

- Updated Sound system
- Video streaming equipment/multiple cameras/angles
- Large Flat Screen
- Digital Baby Grand Piano

**Proximity to Other Unity Ministries and/or New Thought Centers:**

- Unity North Shore – Evanston, IL, approximately 10 miles from Des Plaines (looking for new location)
- Unity Naperville – Naperville, IL, approximately 52 miles from Des Plaines
- Unity of Fox Valley – Batavia, IL, approximately 47 miles from Des Plaines
- Unity Chicago – Chicago, IL, approximately 14 miles from Des Plaines
- Unity Temple of Oak Park – Oak Park, IL approximately 27 miles from Des Plaines
- Unity Spiritual Center of Woodstock – Woodstock, IL approximately 42 miles from Des Plaines

**Do you participate in any of the following activities?** *Check all that apply.*

- Small Group Ministries
- Community Outreach/Compassionate Social Action
- Publications
- Social Media (ex: Facebook, Twitter, livestreaming, etc.)

Other (please list) Des Plaines Food Pantry, School Supplies, Giving Angels for Christmas, Feed Our Starving Children, Circulation Day, Spiritual Play Dates, World Day of Prayer and other outreach ministries.

**PEOPLE**

**Size of mailing list:** 460 **Average Sunday attendance:** 40 – 45 in person, 30 online

**Formal (voting or active) membership:** 81

**Special groups:** Weekly A Course in Miracles, Monday Morning Metaphysics Book Club, weekly Meditation, weekly Families Anonymous, Ushers, Audio/Visual Team, Hospitality, Prayer Team, Chaplains, Platform Assistants, Music Team

**Church staff/other employees:**

Carolyn Dunoon, Tatiana Naumova

## MINISTRY SUPPORT SERVICES

Has the ministry worked with a UWM Consultant or Transitional Specialist?  Yes  No.

Name: Greg Coles, Tony Boehm, Rev. Carla McClellan

Dates: Nov. 2021 - Present

Topics Covered: Board education, Interim Minister, HOPCOF, Transition Management, Conflict Resolution, Unity Des Plaines History, Forgiveness Work, created our Vision, Mission and Core Values in March 2023

## MISSION, VISION AND CORE VALUES

Has the ministry developed Vision, Mission, and core values?  Date 03/2023

**VISION:** Empower an evolving consciousness that spiritually transforms the world through an awakening oneness.

**MISSION:** Welcome diverse communities that embody spiritual principles through prayer, learning, social action, and outreach.

**CORE VALUES:** Compassionate; Transformative; Positive; Open-minded; and Integrity

What have been the **three most important events in the history of your ministry?**

1. 2003 – Introduced our Chaplain Team Ministry
2. 2006 – Paid off our mortgage
3. 2022 – Having Rev. Carla McClellan to help church with our current transition

In the last 3 years, what **activities/special events in the ministry were well attended /appreciated?**

- Megon McDonough – singer/songwriter/entertainer
- Circulation day – free garage sale to honor the concept of circulation
- Reopening the church after COVID – and overcoming those challenges
- 5/24 Women's Retreat

**What does the congregation want to accomplish in the next 3 years?**

- Attract our divinely appointed minister
- Grow our congregation (in person and online)
- Grow our finances

## **INCORPORATION AND BYLAWS**

**Articles of Incorporation – Date:** 08/30/1963

**Bylaws – Date Adopted/Revised:** Revised and approved by congregation 09/17/2023 Approved by UWM

Check here if your bylaws are structured in accordance with the Unity Worldwide Ministries bylaw template:  <https://www.unityworldwideministries.org/recommended-bylaws-unity-ministry>

# About the Position

## MINISTERIAL CHARACTERISTICS AND EXPECTATIONS – 1 IS TOP PRIORITY, 9 IS LEAST IMPORTANT

- 3 Building Leaders and Teams, and Empowering Others**
- Keeps mission, vision, values, and the WHY this ministry exists current
  - Plans for continual training of leadership and volunteers, ministry growth, and outreach
  - Implements training for boards, staff, and volunteers and fosters a team-based culture
  - Plans for training and utilizing licensed Unity teachers (LUT) as an integral part of the ministry
  - Planning for building financial development strategies
  - Incorporates training for Youth & Family Ministry, youth, YOU, Next Generation
  - Develops and leads worship experiences collaboratively with others involved
- 1 Focus on Prayer, Meditation, Pastoral Care, Chaplaincy**
- Demonstrates prayer consciousness and facilitates prayer & meditation classes & experiences
  - Compassionate and caring person, sensitive to others' needs and emotions
  - Focus on the pastoral care needs of the intergenerational congregation
  - Helps people develop a spiritual life and a prayer consciousness within the ministry
  - Ministers to people in crisis, offer guidance in solving problems
  - Makes hospital visits, visits shut-ins and nursing homes, prayer with members
  - Facilitates training for chaplains and utilizes chaplains within the ministry
- 5 Outreach into the Local Community**
- Demonstrates a desire to engage and support the local community members
  - Compassionate and caring person, sensitive to others' needs and emotions
  - Community Organizer skills to coordinate with multiple volunteers and outside organizations
  - Problem solver who recognizes the third option, shows persistence, and follow through
  - Negotiates and/or compromises, seeking the highest outcome for all involved
  - Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
  - Compassionate listener and deals effectively with different points of view
- 4 Working with a Specific Group (Kids, teens, seniors, men, women, LGBTQ, etc.)**
- Maintains confidentiality, understanding the laws around mandated reporting
  - Helps people of all ages develop a spiritual life and a prayer consciousness within the ministry
  - Models and teaches open attitudes with a diverse population
  - Ministers to individuals and families in crisis, offer guidance in solving problems
  - Act as a resource to additional community and support services
- 2 Spiritual Social Activism**
- Invites others to become involved and is a team player
  - Models and teaches open attitudes, active listening, and tolerance with a diverse population
  - Consciously educates themselves and others on the topic
  - Maintains a respectful presence regarding spiritual social activism
  - Helps to develop an inclusive consciousness within the ministry
- 8 Audio/Visual(A/V) Technology Acumen**
- Adept with a variety of A/V technologies to enhance the overall worship experience
  - Skilled in the use of virtual meeting applications (Zoom, WebEx, Meet, Teams, etc.)
  - Demonstrated success in delivering virtual and hybrid presentations and training
  - Embraces the use of social media platforms (Facebook, Twitter, Instagram, etc.) in support of the ministry's mission, vision, and values.

- 7 Environmentalism**
  - Knowledgeable of and proficient in environmental awareness for this geographic location
  - Compassionate and caring person, sensitive to the environment and connection to the planet
  - Community Organizer skills to coordinate with multiple volunteers and outside organizations
  - Problem solver who recognizes the third option, shows persistence, and follow through
  - Negotiates and/or compromises, seeking the highest outcome for all involved
  - Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
  - Compassionate listener and deals effectively with different points of view
  
- 6 Health & Wellbeing**
  - Knowledgeable of and proficient in health, healing, exercise & nutrition
  - Compassionate and caring person, sensitive to the mind-body connection
  - Community Organizer skills to coordinate with multiple volunteers and outside organizations
  - Problem solver who recognizes the third option, shows persistence, and follow through
  - Negotiates and/or compromises, seeking the highest outcome for all involved
  - Demonstrates appreciation for volunteers, staff, board, and congregants of all ages
  - Compassionate listener and deals effectively with different points of view
  
- 9 Administration**
  - Knowledgeable of and proficient in applying ministry bylaws, policies, and procedures
  - Proficient in executing fiduciary responsibilities, developing prosperity awareness, and maintaining a balanced budget
  - Follows office management best practices and use of office systems (software)
  - Empowers staff and volunteers, delegates well
  - Implements training for boards, staff, and volunteers and fosters a learning culture

**Other specific qualities, experiences, leadership skills, vision, etc., you are seeking not already addressed:** Approachable; sense of humor; kind; leader; and applies spiritual truths to own life

**SPIRITUAL EXPERTISE AND EDUCATIONAL ACUMEN**

**1. Ministry Location.** Place an “X” next to the primary location of the ministry’s current demographic. (Select one)

**X In-person**

[\*click to rate\*](#) **Online**

[\*click to rate\*](#) **Hybrid**

**2. Ministry Type.** Place an “X” next to the description that best describes this ministry. (Select one)

[\*click to rate\*](#) **Congregation-Based**

**X Community-Based**

[\*click to rate\*](#) **Service-Based**



**3. Age Groups.** Please identify the TOP THREE age groups in which your ministry is focused. Rank your top three in order: 1, 2, and 3 with 1 being your top age demographic group.

<a href="#">click to rate</a>	<b>70's and up</b>	<a href="#">click to rate</a>	<b>20's &amp; 30's</b>
<b>1</b>	<b>50's &amp; 60's</b>		<b>Teens &amp; Young Adults</b>
<b>3</b>	<b>30's &amp; 40's</b>	<b>2</b>	<b>Kids &amp; Families</b>

**4. Interests/Area of Expertise:** Please identify the TOP THREE areas of expertise needed from the incoming minister. Rank your top three in order: 1, 2, and 3 with 1 being your strongest area of need/focus.

<b>2</b>	<b>Sunday Services</b>
<b>1</b>	<b>Prayer &amp; Meditation / Pastoral Care</b>
<a href="#">click to rate</a>	<b>SpiritGroups</b>
<b>3</b>	<b>Development and Facilitation of Classes</b>
<a href="#">click to rate</a>	<b>Outreach in the Community</b>
<a href="#">click to rate</a>	<b>Earth Care</b>
<a href="#">click to rate</a>	<b>Interfaith &amp; World Religions</b>
<a href="#">click to rate</a>	<b>Current Trending Spirituality</b>

**5. Spiritual Expertise and Educational Acumen:** Please identify the TOP THREE areas of expertise needed from the incoming minister. Rank your top three in order: 1, 2, and 3 with 1 being your strongest area of need/focus.

<b>1</b>	<b>Unity Foundational Teachings</b>
<b>2</b>	<b>Bible and Metaphysics</b>
<a href="#">click to rate</a>	<b>Fillmore (only)</b>
<a href="#">click to rate</a>	<b>Classic Unity Authors</b>
<b>3</b>	<b>New Thought Authors</b>
<a href="#">click to rate</a>	<b>World Religions</b>
<a href="#">click to rate</a>	<b>Current Trending Spirituality</b>

**POWER OF FOCUSED MINISTRY**

**WHO does this ministry serve?**

Spiritual seekers

**WHY do you exist as a ministry?**

To empower an evolving consciousness as our vision states.

**What demographic resonates to the answer of your WHY question?**

Spiritual seekers of all ages especially adults and families

**Describe your vision of the perfect ministry.**

One that empowers an evolving consciousness that embodies spiritual principles and practices through meditation, prayer, learning, social action and outreach.

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**Vacancy Fill by Date: ASAP**

**Proposed Salary: \$34,000 – 36,000**

**Moving Expenses: Negotiable**

**Additional arrangements, benefits, insurance, etc.:**

**Negotiable**

**Housing market, school districts, etc., in your locale:**

The median home price in Des Plaines is \$205,000, down 22.2% since January 2022. But compared to December 2022, Des Plaines’s median home price has increased by 12.9%. School District 62 operates 11 schools and 1 early learning center. High school District 207 serves Des Plaines and there are also several private schools. There is also Oakton Community College located in Des Plaines

**Additional Comments:**

**NONE**

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### Release of Information Authorization

I, the Board President of Marne Chilstrom on behalf of the Board of Trustees, authorize ministerial applicants to obtain any pertinent information regarding ministry history from the permanent ministry file in Unity Worldwide Ministries' home office.

A handwritten signature in black ink that reads "Marne Chilstrom".

Click or tap here to enter text.

Board President

A handwritten date in black ink that reads "7/14/24".

Click or tap here to enter text.

Date